Querying a Docket Sheet in CM/ECF

Querying a Docket Sheet in a criminal case in CM/ECF involves entering search clues, selecting Docket Report, and entering search criteria.

STEP 1 After you have logged in to CM/ECF, click on **Query** on the ECF Main Menu.

STEP 2 The system will display the **Search Clues** screen.
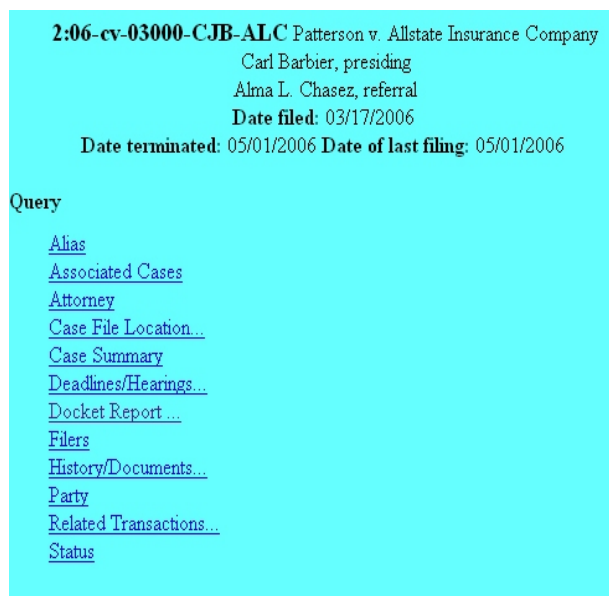

•   Enter **Case Number** if known.

- If case number is unknown you may also search by **File dates or Last Entry dates**. If you enter dates in these fields, the system will give you a list of all cases that match your search clues.
- Click on appropriate case to enter query.

- Another method for searching is by name. You must enter a minimum of two characters in the last name field. You can enter business names in the last name field as well. The system will provide you with a list of all cases that match your search clues**.**
- Click on appropriate case to enter query.

If no case matches are found, click the **Back** button to enter new search clues.

STEP 3 When a case is selected, the system will display the **Query** screen.
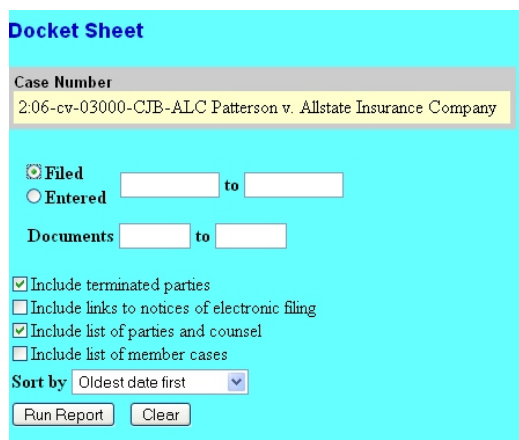

2:06-cv-03000-CJB-ALC Patterson v. Allstate Insurance Company
Carl Barbier, presiding
Alma L. Chasez, referral
Date filed: 03/17/2006
Date terminated: 05/01/2006 Date of last filing: 05/01/2006

Query

Alias
Associated Cases
Attorney
Case File Location...
Case Summary
Deadlines/Hearings...
Docket Report ...
Filers
History/Documents...
Party
Related Transactions...
Status

- Click on **Docket Report**.

STEP 4 The system will display the **Docket Sheet** screen.

You may pull up the docket report with a number of different options.

- If you want to limit the view to documents either Filed or Entered during certain dates you can enter those dates and that will be the only documents that will appear. Dates must be entered in the appropriate boxes for this option.

- If you want to limit the view to known documents you can enter those document numbers and that will be the only documents that will appear. Document numbers must be entered in the appropriate boxes for this choice.

- You may also chose to include or eliminate terminated parties, links to notices of electronic filings, parties and counsel, and member cases. To include any of the above you must check in the box next to it. To eliminate you must remove the check in the box next to it.

- You may also view the docket sheet by either Oldest date first or Most recent date first by simply changing the **Sort by** criteria.

Click **Run Report**.

U.S. District Court
Eastern District of Louisiana (New Orleans)
CIVIL DOCKET FOR CASE #: 2:06-cv-03000-CJB-ALC

Patterson v. Allstate Insurance Company   Date Filed: 03/17/2006
Assigned to: Judge Carl Barbier   Jury Demand: Defendant
Referred to: Magistrate Judge Alma L. Chasez   Nature of Suit: 110 Insurance
Cause: 28:1332 Diversity-Insurance Contract   Jurisdiction: Diversity

Plaintiff

Gene Patterson   represented by   **John Smith**
                                                            Smith & Wesson, Attorneys at Law
                                                            P. O. Box 505
                                                            Slidell, LA 70123
                                                            LEAD ATTORNEY
                                                            ATTORNEY TO BE NOTICED

V.

Defendant

Allstate Insurance Company   represented by   **attorney**
                                                            United States District Court
                                                            500 Poydras Street
                                                            Room C-151
                                                            New Orleans, LA 70130
                                                            LEAD ATTORNEY
                                                            ATTORNEY TO BE NOTICED

Date Filed	#	Docket Text
03/17/2006	1	COMPLAINT against Allstate Insurance Company (Filing fee $ 250.) filed by Gene Patterson.(bc,) (Entered: 03/17/2006)
03/17/2006	2	Summons Issued as to Allstate Insurance Company. (bc,) (Entered: 03/17/2006)
05/01/2006	3	SUMMONS Returned Executed; Allstate Insurance Company served on 3/20/2006, answer due 4/10/2006. (attorney,) (Entered: 05/01/2006)

STEP 5 The system will display the **Docket Sheet.**
If the document number is highlighted, it is a link to viewing the actual document. Just click on the number to view.